

**DEPARTMENT HEADS AND DIVISION CHIEFS**  
**PLEASE POST ON YOUR BULLETIN BOARDS**

**EMPLOYMENT/PROMOTIONAL OPPORTUNITY**

**Vacancy No.** 22-157-1

**Title of Position:** Controller  
Vacancy Exists in the Finance/Treasury Department

**Salary Range:** \$74,860 - \$97,612 per year

**Date Posted:** June 6, 2022

**Deadline for Applying:** OPEN UNTIL FILLED

**Remarks:** This is a Classified/Exempt Salary Position.

**JOB SUMMARY:** This position works under the general direction of the City Treasurer and Finance Director, and is responsible for managing and maintaining the integrity of the City's accounting systems and payroll.

**DUTIES AND RESPONSIBILITIES**

- Creates, updates and reviews the City's accounting practices and recommends changes to the Finance Director and City Treasurer as necessary to ensure clarity and consistency.
- Maintains the automated general ledger accounting system.
- Extracts a data from the City's automated general ledger accounting system and prepares a variety of financial statements.
- Confers with external auditors; gathers, examines and audits financial data and delegates tasks to other qualified staff to ensure the City's annual audit is precise and timely.
- Reviews all bank and fund ledger account reconciliations.
- Reviews sales tax and other revenues; and ensures timely monthly reports to the State of RI.
- Reviews all State of RI Municipal Transparency Portal reporting
- Assists with the preparation of the City's general fund, personnel funds and capital budgets.
- Provides financial information to other City departments and assists with the preparation of special requests, and ad-hoc financial initiatives.
- Manages the payroll and accounts payable check generation process.
- Manages the City's payroll process to ensure accurate and timely distribution of employee compensation, and detailed record keeping of all paid and unpaid time off.
- Performs time-sensitive duties in the absence of the City Treasurer.
- Performs other accounting and finance related work as required.

**Education & Experience:** Bachelor of Arts or Science in the field of accounting or finance and a minimum of five years of fund accounting experience in a public or private organization with annual revenues and expenditures of \$200M or more, to include experience providing knowledge of payroll and payroll practices; or a combination of substantially equivalent education and experience. Preference may be given to persons who possess a master of arts or science in business, accounting or finance; or persons who hold a CPA or CMA.

**SPECIAL NOTE:** Must have knowledge of generally accepted accounting principles and practices; Knowledge of commonly used office and accounting software such as Excel, Access and the Microsoft office suite; Ability to communicate effectively both verbally and in writing; Ability to plan, organize, supervise and appraise the work of staff. Knowledge of MUNIS/Tyler database system is helpful.

**The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.**

**The City of Warwick is an Equal Opportunity Employer**

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>